

25X1

# Office Memorandum • UNITED STATES GOVERNMENT

**SECURITY INFORMATION**

TO : Advisor for Management

FROM : Chief, Classification and Wage Division

SUBJECT: Request for T/O Change

DATE: 14 December 1951

Reference is made to the current table of organization for the Administrative Services Office.

Based on classification review and in accordance with verbal concurrence received this date from the Administrative Services Office, it is requested that the T/O be amended as follows:

General Services Division  
Records Management Dist. Br.  
Mail Control Section

Slot No.  - From: Mail Clerk GS-3  
 To: Mail Clerk GS-6

25X1

Note: Attached carbon copy to be returned to the Classification Div. when approved by the Management Analysis Office.

25X1

JOB NO. \_\_\_\_\_ FOR NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC NO. 31 NO CHANGE  
 IN CLASS. X / DECLASS. CLASS. CHANGED TO: TS S C RET. INST. 32  
 NEXT REV DATE: 1/1/52 / 11/1/51 / 12/1/51 / 12/1/51  
 NO. PGS. 1 / CHECKED DATE: \_\_\_\_\_ / 12/1/51 / 12/1/51  
 REV CLASS C / REV COORD. \_\_\_\_\_ / AUTH: HR 70-3

25X1

CONFIDENTIAL

SECURITY INFORMATION

DEC 19 1951